

ATTACHMENT 2

DATA REQUIREMENT DOCUMENTS (DRD)

ATTACHMENT 2 (Overview)

Data Requirement Documents (DRD) Overview

DM01	Plan, Documentation & Records Management Programs
DM02	Index, Records Master List/Files
EN01	Report, Drinking Water Microbiological
EN02	Reports, Wetland Mitigation Monitoring
EN03	Report, National Pollutant Discharge Elimination System (NPDES)
EN04	Report, Semi-Annual Groundwater
EN05	Report, Laboratory Certification Program
LS01	Procedures, Property Control & Administration
MA01	List, Owners, Officers, Directors, and Executive Personnel
MA02	Plan, Emergency
MA03	Report, Equal Employment Opportunity
MA04	Yearly Activity Report
MF01	Report, Electronic Monthly Cost Data
MF02	Report, Monthly Cost and Workforce Management
MF03	Report, Cost Exceeding 85% of SWR Estimate
MF04	Report, Cost Exceeding 100% of SWR Estimate
MF05	Report, Occupancy
MF06	Report, CLIN 002 Accumulated Expenditures
PC01	Report, Liability to Third Person(s)
PC02	Certificate/Policy Insurance
PC03	Organizational Conflict of Interest Avoidance Plan (OCI) Information
PT01	Plan, Automated Information Security
RA01	Plan, Quality Program
RA02	Plan, Personnel Certification
RA03	Report, Quality Status
SA01	Plan, Safety and Health
SA02	Procedures, Safety
SA03	Report, Accident/Incident
SA04	Report, Accident Experience

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

DM01

Contract Number & Date

Title

Plan, Documentation & Records
Management Programs

Responsible Office

Information Management
Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution:

Approval – Information Management Division, Records Manager

Concur – COTR

Information – DA00 Contracting Officer

Initial Submittal Date

120 days following start of contract.

As of Milestone

Start of contract or revisions thereof.

Frequency of Submittal

Reviewed Quarterly and necessary revisions submitted for approval. *If no revisions necessary, submit letter in CDS stating completion of quarterly review.

DATA REQUIREMENT DESCRIPTION

Purpose

To define the total program required to establish, administer, maintain, disposition, and control Documentation and Records Management.

Scope

This Data Requirement Description establishes the requirement for the preparation of a Documentation Management Program Plan covering the contractor's policies and objectives for the organization, implementation, and control of documentation required for operation and/or support of the SSC. Provide records outline/index from each Division and staff office, including Video Services, with descriptions of NASA records maintained, the records retention authority and disposition.

ATTACHMENT 2

DM04, NASA Records Management, NPD 1440.6, NASA Records Retention Schedules (NRRS), NPG 1441.1; NAR General Records Schedules (GRS); 36 CFR, Chapter XII, Subchapter B, Records Management; SOW, Documentation and Records Management

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

This plan shall provide the identity of all elements of program function including organizational pattern (i.e. relationship to line and staff), implementation policy and procedures, the subcontractor interface, and the reporting and control system for functions outlined in the plan.

The outlined program shall provide the assurances, planning, maintenance, and control of documentation requirements of the contract as specified in this DPD.

The plan shall outline the contractor's proposed controls and processes, as necessary to define the documentation distribution control system. The plan shall define, but not be limited to, the following:

- A Requirements, including implementation and operational methods
- B The plan shall list all acronyms used
- C The plan will depict a hierarchy of documents from contracts requirements through implementing and operational documents
- D The plan shall describe all document processes used and shall include flow charts
- E The plan shall depict the process of document initiation, approval, implementation, and methods of revision
- F Reporting and submittal
- G Modifications or changes
- H The plan will address a system for the management of records and disposition of files

The type of documents to be placed on automatic distribution, specials, and single outputs shall be clearly defined as an integral part of the control plan. The distribution flow plan shall also be included in the initial presentation of the plan.

The plan shall be submitted on 8 ½ x 11" paper, with appropriate cover as required and electronic word format. The use of charts, graphs, forms, etc., shall be used as necessary to provide definition and clarity of process. The plan shall be reviewed at least quarterly and necessary revisions submitted for approval.

Remarks

None

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

DM02

Contract Number & Date

Title

Index, Records Master List/Files

Responsible Office

Center Operations
Directorate

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution

Approval –Chief, Information Management Division TO, Office of the Chief
Information Officer

Concur – Records Manager

Information – Contracting Officer

Initial Submission Due

120 days following start of contract.

As of Milestone

Not later than June 30

Frequency of Submittal

Annually

DATA REQUIREMENT DESCRIPTION

Purpose

To provide an index of all records generated and maintained under the contract that show disposition and archival requirements in accordance with federal regulations and NASA requirements.

Scope

This Data Requirement Description provides the requirement for the establishment of a files system and the development of a records master list/files index from each division and staff office, including Video Services and shall include the Agency File Scheme (AFS) number, descriptions of NASA records maintained, the records disposition and authority per NPG 1441.1.

References

DM03, NASA Records Management, NPD 1440.6, NASA Records Retention Schedules (NRRS), NPG 1441.1; NARA General Records Schedules (GRS); 36 CFR, Chapter XII, Subchapter B, Records Management.

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Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

This index shall provide the identity of all NASA records being generated in the performance of the contract and shall include Agency File Scheme (AFS) number, the descriptions of NASA records maintained, the records disposition and the authority per NPG 1441.1

The records master list/plan shall be submitted in accordance with format in Appendix B of System Level Procedure (SLP.16) and entered in the SSC Master Records Index (MRI) database.

The Index shall be updated as changes occur and/or reviewed and updated by December 31st each year.

Remarks

None

ATTACHMENT 2
DATA REQUIREMENT

DR Number, Date Revised

EN01

Contract Number and Date

Title

Report, Drinking Water
Microbiological

Responsible Office

Environmental
Management Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Approval – Environmental Officer
Information –Assistant, Aerospace Environmental Control Techniques.

Initial Submittal Date

COB/Mar 22, 2010

As of Milestone

22nd of each month.

Frequency of Submittal

Monthly

DATA REQUIREMENT DESCRIPTION

Purpose

To provide the Government and the Mississippi Department of Health with a summary report of the microbiology data for the SSC drinking water. The Official File Number 8530.16.G

Scope

This Data Requirement (DR) establishes the requirement for the monthly submittal of microbial data for the potable water supply system.

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References

Safe Drinking Water Act (SDWA) Title 49 Chapter 17 of Mississippi Safe Drinking Water Law of 1976. Mississippi Health Department Form Number 425.

Exceptions/Additions to Referenced Requirements

Subject to regulatory requirement revisions.

Preparation Instructions

This report summarizes the monthly microbiological analyses for the potable (drinking) water.

Report will be submitted on Mississippi Health Department Form Number 425, original and forwarding cover letter to NASA Environmental Office. Second copy submitted into NASA Contract Deliverable System with cover letter stating delivery of original to NASA Environmental Office.

Data Retained by respondent to be made available to procuring activity upon request. The respondent shall furnish a list to procuring activity upon request.

Remarks

Submission of one (1) original each to Environmental Officer. DRD will not be considered complete without the following: 1) Cover letter ready for signature of NASA Official. 2) SSC Official File Number and copy ready to be filed in SSC Environmental Files.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

EN02

Contract Number and Date

Title

Reports, Wetland
Mitigation Monitoring

Responsible Office

Environmental
Management Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:

Approval – Environmental Officer

Information – Assistant, Aerospace Environmental Control Techniques.

Initial Submittal Date

October 15, 2010.

As of Milestone

As of the end of the month.

Frequency of Submittal

Annually

DATA REQUIREMENT DESCRIPTION

Purpose

To provide the Government a report summary of mitigation monitoring activities for submission to the Corps of Engineers, Official File Numbers are: 8570.17.D

Scope

This Data Requirement (DR) establishes the requirement for upgrading of Mitigation Plans for conducting annual monitoring activities at each of the mitigation areas covered by the three (3) permits listed in item 14. Provide reports of this monitoring for the three permits.

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References

Permit #CELMK-OD-FE14-10R31-17, CELMK-OD-FE14-19R31-17, & CELMK-OD-FE14-GPD.

Exceptions/Additions to Referenced Requirements

Subject to regulatory requirement revisions.

Preparation Instructions

This report provides the monitoring data summary for the wetland mitigation areas.

Report will be submitted electronically in format required by each referenced permit.

Data submitted to procuring activity for review no later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.

Remarks

Submission of one (1) copy each to Environmental Officer. DRD will not be considered complete without the following: 1) Cover letter ready for signature of NASA Official. 2) SSC Official File Number and copy ready to be filed in SSC Environmental Files.

ATTACHMENT 2
DATA REQUIREMENT

DR Number, Date Revised

EN03

Contract Number and Date

Title

Report, National Pollutant
Discharge Elimination System
(NPDES)

Responsible Office

Environmental
Management Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:

Approval – Environmental Officer

Information – Assistant, Aerospace Environmental Control Techniques

Initial Submittal Date

March 20, 2010

As of Milestone

20th of each month.

Frequency of Submittal

Monthly

DATA REQUIREMENT DESCRIPTION

Purpose

To provide the Government and Mississippi Department of Environmental Quality (MDEQ) a summary of analyses from specific outfall discharge points as identified in the NPDES Permit. The Government shall receive a copy of data for each sample date. The Official File Number 8532.3.B

ATTACHMENT 2

Scope

This Data Requirement (DR) is required in the Environmental Laboratory Services Section of the contract and establishes the requirement for documenting, developing and submittal of monthly reports to summarize the lab analyses from specific outfalls per parameters listed in the Permit. Additionally, the contractor shall develop and maintain the SSC Sampling Plan.

References

3.1.6, SOW; Clean Water Act (CWA) & NPDES Permit #MS0021610; EPA Form # 3320-1.

Exceptions/Additions to Referenced Requirements

Subject to regulatory requirement revisions.

Preparation Instructions

This report provides the summary data for specific outfalls as well as for each sample collection period.

Report will be submitted on EPA Form #3320-1 or electronically, original and forwarding cover letter to NASA Environmental Office. Second copy submitted into NASA Contract Deliverable System with cover letter stating delivery of original to NASA Environmental Office.

Data submitted to procuring activity for review no later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.

Remarks

Submission of one (1) copy each to Environmental Officer. When done electronically the paper trail will not be necessary as noted below. DRD will not be considered complete without the following: 1) Cover letter ready for signature of NASA Official. 2) SSC Official File Number and copy ready to be filed in SSC

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

EN04

Contract Number and Date

Title

Report, Semi-Annual
Groundwater

Responsible Office

Environmental
Management Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Approval – Environmental Officer
Information – Assistant, Aerospace Environmental Control Techniques

Initial Submittal Date

As of Milestone

As of 20th of the month.

Frequency of Submittal

Twice yearly in February and July.

DATA REQUIREMENT DESCRIPTION

Purpose

For NASA Environmental Office records and submission to Mississippi Department of Environmental Quality (MDEQ) Official File Number 8533.5.A.2.

Scope

This Data Requirement establishes the requirement for the collection and analysis of samples from the SSC landfill area. The data must be statistically evaluated and developed into a report for submission to MDEQ.

ATTACHMENT 2

References

Resource Conversation & Recovery Act (RCRA). Permit #SW 02401B0376.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The data shall be based on six months of groundwater monitoring well data from pertinent landfill locations, as identified in the SSC Landfill Groundwater Monitoring Plan. The report is based on the requirements of the MDEQ and reflects the statistical evaluation of collected data.

Report will be submitted on 8-1/2" x 11" paper or CD. Data must be stored electronically.

Data submitted to procuring activity for review no later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.

Remarks

Submission of one (1) copy each to Environmental Officer. DRD will not be considered complete without the following: 1) Cover letter ready for signature of NASA official. 2) SSC Official File Number and copy ready to be filed in SSC Official Environmental Files. SSC Official File Number.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

EN05

Contract Number and Date

Title

Report, Laboratory
Certification Program

Responsible Office

Environmental
Management Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution

Hard Copy Distribution:

Approval – Environmental Officer

Information – Assistant, Aerospace Environmental Control Techniques

Initial Submittal Date

When requested by Environmental Officer.

As of Milestone

As of date of request.

Frequency of Submittal

As requested.

DATA REQUIREMENT DESCRIPTION

Purpose

Provides QA certification results, along with corrective actions if required. Official
File Number 8532.3.B

Scope

This Data Requirement (DR) establishes the requirement for the submittal of
maintenance of laboratory data for the Mississippi Department of Health certification
of the SSC Environmental Laboratory.

ATTACHMENT 2

References

Mississippi Department of Health. Safe Drinking Water Act (SDWA) Title 49 Chapter 17 of Mississippi Safe Water Law of 1976. EPA Certification Manual for Laboratories Analyzing Drinking Water.

Exceptions/Additions to Referenced Requirements

Subject to regulatory requirements & revisions.

Preparation Instructions

The report summarizes the QA activity and all pertinent supporting documentation.

8 ½ x 11 paper or electronically per the direction on the Government of the U.S. Environmental Protection Agency.

Data retained by respondent to be made available to procuring activity upon request. The respondent shall furnish a list to procuring activity upon request.

Remarks

One (1) copy each must be delivered with 1) Cover letter ready for signature of NASA Official and 2) SSC Official File Number and copy ready to be filed in SSC Official Environmental Files.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

LS01

Contract Number and Date

Title

Procedures, Property
Control & Administration

Responsible Office

Institutional Services
Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution

Approval – Supply & Equipment Management Office

Initial Submittal Date

60 days after contract start.

As of Milestone

As of start of contract & revisions thereof.

Frequency of Submittal

One time and revisions.

DATA REQUIREMENT DESCRIPTION

Purpose

To identify the methods of controlling and administering property at SSC.

Scope

This Data Requirement Description (DRD) establishes the requirements for the preparation of procedures covering the contractor's methods of implementing all elements of an integrated property control and administration program.

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References

SOW 1.2.6; NPR 4100.1, NASA Materials Inventory Management Manual; NPR 4200.1, NASA Equipment Management Manual; NPR 4200.2, Equipment Management Manual for Property Custodians; NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines, NPR 4310.1, Identification and Disposition of NASA Artifacts; NASA FAR Supplement Part 1852.245-71, Installation Provided Government Property.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The procedures shall include, as a minimum, the contractor's methods of implementing the intent of the applicable documents in the "References" section above. Other procedures shall be included as required, to fully define and identify the system of property control.

Remarks

None

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

MA01

Contract Number and Date

Title

List, Owners, Officers,
Directors, and Executive
Personnel

Responsible Office

Security Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:
Approval – Security Officer
Information – Contracting Officer

Initial Submittal Date

Start of contract.

As of Milestone

Not Later than March 01, 2010.

Frequency of Submittal

Annually or as required.

DATA REQUIREMENT DESCRIPTION

Purpose

To provide the Defense Security Services (DSS) cognizant security officer with current listing of owners, officers, directors and executive personnel in accordance with the National Industry Security Program Operating Manual (NISPOM), DOD 5220.22-M

Scope

This Data Requirement establishes the requirement for the submittal of a list of owners, officers, directors, and executive personnel in accordance with DOD NISPOM 5220.22-M.

ATTACHMENT 2

References

DSA Form 406, NISPOM, DOD 5220.22-M.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

A list will be submitted when there is any change in officers, directors, partners, regents, trustees, or executive personnel, including as appropriate, the names of the individuals they are replacing. In addition, a statement shall be made indicating: (i) whether the new officers, directors, partners, regents, trustees, or executive personnel are cleared, and if so, to what level, when, their date and place of birth, and their citizenship; (ii) whether they have been excluded from access in accordance with the provisions of paragraph 22e; or (iii) whether they have been temporarily excluded from access pending the granting of their personnel clearance.

DSA Form 406 will be used.

Remarks

Original to be mailed directly to cognizant office with a copy to the Security Officer.

ATTACHMENT 2

References

SPG 1040.1

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The Plan shall include, but is not limited to, the following:

- A. Levels of disaster
- B. Routes of evacuation
- C. Color-codes and signals the Contractor will execute in case of a disaster.
- D. Provisions for maintenance of up-to-date records of the physical location of all site personnel at all times.
- E. Provisions for immediate notification of next of kin in case of a catastrophic occurrence.
- F. Identification of hospitalization, first-aid areas, emergency vehicles, and qualified medical personnel capabilities.
- G. Indoctrination and training techniques proposed to insure adequate execution of the disaster plan.
- H. Provide a vital records program to allow survival of essential records during disaster conditions.
- I. Provisions for survival equipment and supplies.

Electronic 8 1/2 X 11 format compatible with Microsoft Word.

Maintain per GRS Schedule 5 Disposition 1, A1 NPG 1441.1.

Remarks

Contractor will review annually updating to maintain currency. In the event no changes are required to the plan a letter format report will be submitted stating the fact that the plan is current, and that no revisions are required.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

MA02

Contract Number and Date

Title

Plan, Emergency

Responsible Office

**Center Operations
Directorate;
Operations and
Maintenance Division**

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution

Hard Copy Distribution:

Information – Submit to Operations and Maintenance Division with one copy each to the Office of the Director, Support Services Contracting Division; Office of Safety and Mission Assurance, and Contracting Officer. Submit to the SSC Tech Doc System.

Initial Submittal Date

90 days after contract start.

As of Milestone

Initial NLT June 1, 2010

Frequency of Submittal

Annual Review and Update

DATA REQUIREMENT DESCRIPTION

Purpose

To provide a course of action including procedures to be followed by the contractor in the event of a disaster.

Scope

This data requirements description establishes the requirements for the preparation of a Plan for the reasonable protection of the Government facilities and related utilities, for which the Service Contractor is responsible, to prevent or minimize personnel casualties, damage or destruction of the facilities, related utilities and privately owned property resulting from a national or domestic emergency, including but not limited to acts of sabotage, labor disturbances, riots, fire, explosions, and acts of God, as outlined in the SSC Emergency Plan referenced above.

ATTACHMENT 2

References

SPG 1040.1

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The Plan shall include, but is not limited to, the following:

- A. Levels of disaster
- B. Routes of evacuation
- C. Color-codes and signals the Contractor will execute in case of a disaster.
- D. Provisions for maintenance of up-to-date records of the physical location of all site personnel at all times.
- E. Provisions for immediate notification of next of kin in case of a catastrophic occurrence.
- F. Identification of hospitalization, first-aid areas, emergency vehicles, and qualified medical personnel capabilities.
- G. Indoctrination and training techniques proposed to insure adequate execution of the disaster plan.
- H. Provide a vital records program to allow survival of essential records during disaster conditions.
- I. Provisions for survival equipment and supplies.

Electronic 8 1/2 X 11 format compatible with Microsoft Word.

Maintain per GRS Schedule 5 Disposition 1, A1 NPG 1441.1.

Remarks

Contractor will review annually updating to maintain currency. In the event no changes are required to the plan a letter format report will be submitted stating the fact that the plan is current, and that no revisions are required.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

MA03

Contract Number and Date

Title

Report, Equal Employment
Opportunity

Responsible Office

Equal Employment
Opportunity Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:

Information – Equal Employment Opportunity Office, Contracting Officer

Initial Submittal Date

90 days after contract start

As of Milestone

Reports shall be provided not later than the 5th of each month following the end of a calendar year quarter.

Frequency of Submittal

Quarterly

DATA REQUIREMENT DESCRIPTION

Purpose

This document will be used by the Government to assess the Contractor's equal employment and affirmative action management of Contract effort.

Scope

Data Requirement Description (DRD) establishes the requirement for the preparation and submittal of a quarterly EEO report.

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References

FAR 22.802; FAR Clause 52.222-26, Narrative Reports

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Format and content of report specified in applicable document.

See applicable documents (Note: Contractor may reproduce forms, or obtain from NASA EO Office a diskette which will enable them to generate the forms through the use of PC Software.

Remarks

None

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

MA04

Contract Number & Date

Title

YEARLY ACTIVITY REPORT

Responsible Office

Center Operations
Directorate

SUBMITTAL REQUIREMENTS
Distribution Instructions

Electronic Distribution

Information – Contracting Officer
COTR

Initial Submittal Date

15 days after anniversary date of contract.

As of Milestone

March 15

Frequency of Submittal

Yearly

DATA REQUIREMENT DESCRIPTION

Purpose

To provide yearly metrics of all laboratory activities, to include types of test performed, quantities of test and correlation of test to the customer.

Scope

Data Requirement Description (DRD) establishes the requirement for the preparation and submittal of a yearly activity report.

ATTACHMENT 2

References

None

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The report shall provide the types of test performed and the quantities of those tests.
The report shall also correlate the test to the applicable customer.

Remarks

None

ATTACHMENT 2
DATA REQUIREMENT

DR Number, Date Revised

MF01

Contract Number and Date

Title

**Report, Electronic
Monthly Cost Data**

Responsible Office

**Office of Chief Financial
Officer**

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System
Approval: Financial Management Division, Cost Accountant
Information: Lead – Resources Management Division, Lead – Financial Management Division, Contracting Officer, Contracting Officer Technical Rep

Initial Submittal Date

After start of contract

As of Milestone

COB 2 working days following the end of each fiscal month

Frequency of Submittal

Monthly

DATA REQUIREMENT DESCRIPTION

Purpose

To assure that dollar and labor resources realistically support the schedule. The reporting level is at the total contract. Detail costs will be reported at the work authorization level by NASA Center. The reporting baseline is against total contract value.

Scope

This Data Requirement Description (DRD) establishes the requirements for the preparation of a report covering accumulated and forecasted dollar expenditures required to perform the contractual effort.

ATTACHMENT 2

References

None

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Scope: This Data requirement establishes the requirement and related criteria for providing the monthly cost data in a flat file format as delineated in the attached Annex.

Contents and Format: The data file shall be provided in the format as delineated in the attached Annex to this DR.

Format: Letter format to the NASA Contract Deliverable System stating date of delivery to computer operations support contractor.

Remarks

Cost data is due to computer operations support contractor for download into Other Accumulated Cost (OAC) NLT COB 2 working days following the end of the fiscal month.

ATTACHMENT 2

FLAT FILE LAYOUT		
FIELD	LENGTH	TYPE
Element of Cost	2	Numeric
Function Code	6	Numeric
Work Request No.	10	Numeric
Contributing Unit	4	Numeric
Current Week Amount	*11	Numeric
Current Week Hours	*11	Numeric
Total Amount	*11	Numeric
Total Hours	*11	Numeric
Filler	92	Alpha-Numeric

The file needs to be a Text File.
 *Right justified with floating leading negative, implied decimal.
 (e.g. - \$125.59 would be sent as '-12559' [11 chars]) same applies for hours

HEADER RECORD LAYOUT		
Current Year	4	Numeric
Current Month	2	Numeric
Current Day	2	Numeric
Contract Number	11	Alpha-Numeric
Fiscal Week	2	Numeric
Filler	115	Alpha-Numeric

Examples:

Element of Cost - indicates type of work performed (e.g. 100103)

- 10 - Labor
- 20 - S/C Labor
- 40 - Materials
- 50 - O.D.C.

Function Code - indicates type of work performed (e.g. 100103)

Work Request No. - WBS (TWR, FSR, SWR, etc.) used to request work from contractor

Contributing Unit - OBS (contributing contractor units) (e.g. 4752)

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

MF02

Contract Number and Date

Title

**Report, Monthly Cost
and Workforce
Management**

Responsible Office

**Resources Management
Division**

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System
Approval: Resources Management Division, Lead
Concurrence:
Information – Contracting Officer, Contracting Officer Technical Representative,
Resources Management Division Institution Sr. Analysis, Financial Management
Division, Earth Sciences Applications Tech. Manager, and IT Technical Manager

Initial Submittal Date

After start of contract.

As of Milestone

John C. Stennis Fiscal Calendar Month End

Frequency of Submittal

Monthly, due no later than 10 calendar days following the close of each NASA/SSC month.

DATA REQUIREMENT DESCRIPTION

Purpose

Reporting of cost and workforce for both the prime and all subcontractors to SSC management.

ATTACHMENT 2

Scope

This Data Requirement Description (DRD) establishes the requirements for the preparation of the monthly workforce report that provides monthly status (dollars and workforce) against the approved operating budget line items.

References

None

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Cost (dollars) and workforce reported by SSC operating budget programmatic line items via on electronic format.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

MF03

Contract Number and Date

Title

**Report, Cost Exceeding
85% of SWR Estimate**

Responsible Office

**Financial Management
Division**

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System
Approval: Contracting Officer Technical Representation
Concurrence:
Information – Contracting Officer, SWR Authorizer

Initial Submittal Date

No earlier than 45 days after contract start

As of Milestone

NASA/SSC Fiscal Accounting Month End.

Frequency of Submittal

Monthly, COB Wednesday after SSC Fiscal month end

DATA REQUIREMENT DESCRIPTION

Purpose

To identify any work orders with actual cost within 85% of the customer's "not to exceed" cost estimate.

ATTACHMENT 2

Scope

1. Provide a monthly report to separately identify reimbursable work orders with cost within 85% of Customer's "Not-To-Exceed" cost estimate.
2. Provide a monthly report to separately identify all non-reimbursable work orders with cost within 85% of Customer's "Not-to-Exceed" cost estimate.

References

PWS (C.2.1.2 Cost reporting)

Exceptions/Additions to Referenced Requirements

NOTE: Current practice is to report cost overruns.

Preparation Instructions

The report shall provide a tabular listing that identifies the home unit SWR number and description.

The report will include a narrative of corrective actions taken to resolve cost overruns.

Remarks

The report is due COB Wednesday after SSC Fiscal month end.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

MF04

Contract Number and Date

Title

Report, Cost Exceeding
100% of SWR Estimate

Responsible Office

Office of Chief Financial
Officer

SUBMITTAL REQUIREMENTS

Distribution Instructions

NASA Contract Deliverable System
Approval: Financial Management Division
Concurrence:
Information – Contracting Officer, Contracting Officer Technical Representation, SWR
Authorizer

Initial Submittal Date

No earlier than 45 days after contract start

As of Milestone

NASA/SSC Fiscal Accounting Month End.

Frequency of Submittal

Monthly, COB Wednesday after SSC Fiscal month end

DATA REQUIREMENT DESCRIPTION

Purpose

To identify any work orders with actual cost in excess of the customer's "not to exceed" cost estimate.

ATTACHMENT 2

Scope

1. Provide a monthly report to separately identify reimbursable work orders with cost in excess of Customer's "Not-To-Exceed" cost estimate.
2. Provide a monthly report to separately identify all non-reimbursable work orders with cost in excess of Customer's "Not-to-Exceed" cost estimate.

References

PWS (C.2.1.2 Cost reporting)

Exceptions/Additions to Referenced Requirements

NOTE: Current practice is to report cost overruns.

Preparation Instructions

The report shall provide a tabular listing that identifies the home unit SWR number and description.

The report will include a narrative of corrective action taken to resolve cost overruns.

Remarks

The report is due COB Wednesday after SSC Fiscal month end.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

MF05

Contract Number and Date

Title

Report, Occupancy

Responsible Office

Office of the Chief
Financial Officer

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:

Approval – General Accounting – Lead, General Accounting

Initial Submittal Date

November 1st

As of Milestone

Fiscal year end.

Frequency of Submittal

Annually

DATA REQUIREMENT DESCRIPTION

Purpose

To facilitate the development of the annual occupancy rate.

Scope

This Data Requirement Description (DRD) establishes the requirement for preparation of an annual report identifying all costs incurred by the contractor on NASA and reimbursable work orders.

ATTACHMENT 2

References

SSC OAC procedures.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The report will be in two parts. Part 1 will be a summary listing of BLI, year-to-date cost, and year-to-date hours for the previous fiscal year. Part 2 will provide detail data elements including all costs incurred in previous fiscal year by work order and budget line item; cost breakdown by Labor, Material, ODC, Total; total hours; subtotal by benefitor within budget line item; subtotal by budget line item; and grand total.

Remarks

None

ATTACHMENT 2
DATA REQUIREMENT

DR Number, Date Revised

MF06

Contract Number and Date

Title

Report, CLIN 002
Accumulated Expenditures

Responsible Office

Support Services
Contracting Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution

Information: Contracting Officer
Contracting Officer Technical Rep

Initial Submittal Date

After start of contract

As of Milestone

March 1, 2010

Frequency of Submittal

Monthly

DATA REQUIREMENT DESCRIPTION

Purpose

To track the tenant demand (CLIN 002) not to exceed amount. The reporting level shall be based on contract period of performance.

Scope

This Data Requirement Document (DRD) establishes the requirements for the preparation of a report covering accumulated dollar expenditures related to tenant demand work (CLIN 002).

ATTACHMENT 2

References

None

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Report actual cost to complete SWR's for CLIN 002:

- (1) The total labor price incurred under SWR.
- (2) In the case of a cost under run, the excess amount shall be reduced and returned to the SWR benefiter.
- (3) The total number of labor hours expended with a breakdown of labor hours for each classification listed in the SWR. (this information should be in a back up file)

SWRs shall be categorized based on tenant (see example below)

Navy SWR 0123	\$100	
Navy SWR 0124	\$100	
Navy Total		\$200
NRA SWR 01234	\$150	
NRA SWR 01235	\$150	
NRA Total		\$300
Total CLIN 002 Expenditures		\$500

Remarks

None

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

PC01

Contract Number and Date

Title

Report, Liability to
Third Person(s)

Responsible Office

Office of the Chief
Counsel

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution
Hard Copy Distribution:
Approval – Chief Counsel
Information – Contracting Officer

Initial Submittal Date

When any suit or action is filed against the contract.

As of Milestone

As of date of report.

Frequency of Submittal

As Required.

DATA REQUIREMENT DESCRIPTION

Purpose

To inform the Contracting Officer on any liability by the contractor to a third person(s), which may or may not be covered by the contractor's insurance.

Scope

This Data Requirement Description (DRD) establishes the requirement for the preparation of a report covering any suit or action filed, or any claim made, against the contract as required by the "Insurance-Liability to Third Persons" clause of the Contract.

ATTACHMENT 2

References

FAR 52.228-7; NASA FAR Supplement 1852.228-75, entitled "Insurance to Third Persons".

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Letter format detailing any suit or action filed, or any claim made, against the contractor by a third person(s) arising from the performance of the contract.

Remarks

Report to be made within 15 days after filing of action or claim.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

PC02

Contract Number and Date

Title

Certificate/Policy,
Insurance

Responsible Office

Support Services
Contracting Division

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution
Approval – Contracting Officer
Information – Chief Counsel

Initial Submittal Date

15 days after award of contract.

As of Milestone

Start of contract or revisions thereof.

Frequency of Submittal

Certificate/Policy shall be provided within 15 days after award of contract. Any revisions in coverage changes shall be submitted at least 30 days prior to implementation.

DATA REQUIREMENT DESCRIPTION

Purpose

Certificate shall describe the type and amount of insurance coverage maintained by the contractor during the period of the contract. Complete policy shall also be provided to ensure insurance requirements of the contract are met.

ATTACHMENT 2

Scope

This Data Requirement Description (DRD) establishes the requirement for submittal of a certificate and detailed insurance policy with coverage and contents specified in FAR 52.228-5 "Insurance-Liability to Third Persons" and NASA FAR Supplement clause 1852.228-75 "Minimum Insurance Coverage".

References

FAR 52.228-5; NASA FAR Supplement 1852.228-75.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

As required in the references above an "Insurance" Certificate and Policy information shall be provided by Insurance Company.

Data submitted to procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.

Remarks

None

ATTACHMENT 2 DATA REQUIREMENT

DR Number, Date Revised

PC03

Contract Number and Date

Title

Organizational Conflict
of Interest Avoidance
Plan (OCI)

Responsible Office

Office of the Chief
Counsel

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution
Hard Copy Distribution:
Approval – Chief Counsel
Information – Contracting Officer

Initial Submittal Date

Within 30 days after contract award.

As of Milestone

N/A

Frequency of Submittal

As Required

DATA REQUIREMENT DESCRIPTION

Purpose

To meet the requirements of NFS 1852.237-72.

Scope

This Data Requirement Description (DRD) establishes the requirement for the preparation of the OCI plan.

References

NFS 1852.237-72 ACCESS TO SENSITIVE INFORMATION

See Attached Preparation Instructions

ORGANIZATIONAL CONFLICT OF INTEREST AVOIDANCE PLAN (OCI) The successful offeror shall submit during phase-in an Organizational Conflicts of Interest (OCI) Avoidance Plan. The COI Avoidance Plan will demonstrate to the Government that the Contractor will mitigate organizational conflicts of interest and ensure that the Contractor provides unbiased, impartial advice and adequately protects sensitive data. The OCI Avoidance Plan will also demonstrate that no organizational conflict of interest exists or that any such potential conflicts have been adequately avoided or mitigated, especially when using subject matter experts or technical experts connected to any prime contractor or subcontractor performing or planning to propose on design, development, and/or delivery of space flight hardware, software, mission integration services or other critical systems related to SSC. The offeror should not assume that Government performance of a contracted task is a form of mitigation. The OCI Avoidance Plan shall include the following:

(1) Organizational conflicts of interest pertaining to impaired objectivity shall be addressed as follows:

(i) Describe the nature of the conflict including any business relationships that might create a conflict with the performance of the SOW.

(ii) Describe the plan for avoiding, neutralizing, or mitigating the conflict, including the following with regard to subject matter experts/technical experts if applicable:

(A) The management reporting chains between this contract and the work performed by the subject matter experts/technical experts for the conflicting business relationship are separated from each other.

(B) The subject matter experts/technical experts, when performing under this contract, are physically separated from the portion of the company performing the work for the conflicting business relationships.

(C) Each subject matter expert/technical expert performing under this contract signs an express, binding, written agreement setting forth all responsibilities and duties to avoid organizational conflicts of interest and to protect sensitive data provided under this order.

(D) Techniques are in place to ensure that the Contractor shall not favor the conflicting business relationships and will avoid the appearance of conflicts of interest.

(2) With regard to access to nonpublic information, the COI Avoidance Plan shall contain a plan to safeguard all proprietary/sensitive data the Contractor (including all employees and subject matter experts/technical experts) receives. This plan shall include:

(i) A provision that the contractor shall not disclose or improperly use the proprietary/sensitive data received or accessed under this contract.

(ii) A provision that information, whether in hard copy or on electronic media, shall be marked, handled, stored, and destroyed in order to preclude an unauthorized disclosure of information.

(iii) A provision that information technology shall be protected to prevent unauthorized disclosure of information.

(iv) A provision that employees performing the effort must sign an express, binding, written agreement clearly agreeing to protect sensitive data.

(v) A requirement that subcontractors have appropriate OCI avoidance procedures in place for the use of subject matter experts.

(vi) A requirement for periodic self-audits, the results of which shall be made available to the Government.

(vii) Initial and periodic refresher OCI training for the contractor employees/experts working on this contract.

(viii) A description of organizational and employee sanctions for violation of the OCI order clause or OCI Avoidance Plan provisions.

(ix) Provisions on record keeping requirements regarding OCI (e.g., training, written agreements). The contractor shall make these records available to and cooperate with any neutral third party the Government assigns to review adherence to their OCI mitigation plan.

(x) A provision requiring the Contractor to report any real, apparent, or potential conflict of interest that may arise to the Contracting Officer.

(xi) A provision requiring the contractor to update the OCI Avoidance Plan upon occurrence of any event that will cause a change to the plan.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

PT01

Contract Number and Date

Title

Plan, Automated
Information Security

Responsible Office

Office of Chief Information
Office

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution

Hard Copy Distribution:

Approval – IT Security Manager (ITSM)

Information – Chief Information Officer

Contracting Officer

Chief Information Management

Initial Submittal Date

90 days after start of contract.

As of Milestone

Not Later than May 29, 2010.

Frequency of Submittal

The Plan will be reviewed on an annual basis and an updated (if needed) will be submitted by the end of September of each year.

DATA REQUIREMENT DESCRIPTION

Purpose

This Plan establishes the security requirements governing contractor and government data on government supplied computer systems at SSC and of contractor owned computer systems at SSC.

ATTACHMENT 2

Scope

This Data Requirement Definition (DRD) establishes the requirements for preparation and submittal of a Contractor IT Security Plan specific to Contractor's operation at Stennis

References

NPG 2810.1

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The Plan shall contain, as a minimum, the following information: IT risk assessments for the security of contractor and government data on government supplied systems utilized by Contractor at SSC and of contractor owned computer systems at SSC. Applicable security requirements. Requirements for personnel screening. Requirements and techniques to assess the protective measures for the security of contractor and government data on government supplied systems utilized by Contractor at SSC and of contractor owned computer systems at SSC. Requirements for control of individual access and establishing the accountability of the individual related to the security of contractor data on government supplied systems utilized by Contractor at SSC and of contractor owned computer systems at SSC. Procedures to minimize the impact of incidents or disasters related to the security of contractor and government data on government supplied systems utilized by Contractor at SSC and of contractor owned computers. MS Word electronic format (SSC standard). The plan will be reviewed on an annual basis and updated as required. If no update is required, notification of the review process is required.

Remarks

None

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

RA01

Contract Number &
Modification No.

Title

Plan, Quality Program

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution

Hard Copy Distribution:

Approval – QA00 Office of Safety & Mission Assurance

Information –Contracting Officer

Initial Submittal Date

Thirty (30) days after contract start.

As of Milestone

As required.

Frequency of Submittal

Initial as per "Initial Submittal Date" and revisions for significant changes as required.

DATA REQUIREMENT DESCRIPTION

Purpose

To outline the overall quality program of the contractor, providing the methods to accomplish and satisfy contractual requirements.

ATTACHMENT 2

Scope

This data requirement description establishes the requirement for the preparation of a Quality Program Plan. It shall cover the organizational relationship and responsibilities of the quality inspection and engineering functions. The authority and duties of persons and organizations performing quality implementation and assurance functions shall be clearly established and delineated and shall have sufficient authority and organizational freedom to identify problems as well as initiate, recommend or provide solutions. The NASA approved Quality Program Plan will be the governing document for the implementation and maintenance of the contractor's Quality Assurance Program.

References

NPD 8700.1B and NPD 8730.1B

Exceptions/Additions to Referenced Requirements

The Plan shall outline the proposed system for providing the following:

- A. Recorded evidence, in the form of quality inspection reports and test results.
- B. Recorded evidence of quality surveillance in the form of inspection and test reports for work performed in support of Stennis Work Request (SWR) initiated by any resident SSC agency requesting quality assurance support.
- C. Documented evidence that articles are fabricated, inspected and tested in accordance with the requirements specified on the SWR and necessary changes are accomplished in accordance with requirements.
- D. Control of raw material to determine conformance to the applicable specification, drawing or SWR documentation.
- E. Performance of sufficient inspection and test of part components and assemblies to insure that prior to delivery, all articles conform to the applicable specification described on the SWR and documentation. The inspection shall include: workmanship, finish, construction, functional performance, identification, marking and the criteria for determining quality conformance or rejection of the articles. (This inspection is not applicable for receiving, processing and shipping of articles.)
- F. Control of non-conforming articles to prevent their use.
- G. Control of inspection, measuring, and test equipment to insure conformance of articles to contract requirements.
- H. A system for indicating the inspection status of articles.
- I. Sampling inspection to determine quality conformance.
- J. A comprehensive system of planned and periodic audits shall be carried out to verify compliance with all aspects of QA program.

Electronic 8 1/2 X 11 format compatible with SSC Microsoft Office Suite.

ATTACHMENT 2

Preparation Instructions

The Plan shall be maintained in current condition by page revision or complete reissue, as contractually determined to reflect the latest program changes and hardware configuration. Maintain per GSA Schedule 5 Disposition Item 1, A1 NPR 1441.1D.

Data requiring written approval by procuring activity prior to implementation into the procurement or development program.

Submit plan to NASA Contracts Deliverables System and post plan in SSC TechDoc.

Remarks

Update Plan and submit for approval as required.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

RA02

**Contract Number &
Modification No.**

Title

Plan, Personnel
Certification

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution

Hard Copy Distribution:

Approval – SSC Training and Certification Board Chair

Information – Contracting Officer

Initial Submittal Date

Thirty (30) days after contract start.

As of Milestone

As required.

Frequency Submittal

Per "Initial Submission Due" and revisions for significant changes in requirements.

DATA REQUIREMENT DESCRIPTION

Purpose

To define the total program requirements to establish, administer and control proficiency levels of special process personnel, as specified in the contract agreement.

Scope

The contractor shall prepare and submit a Plan implementing the development and maintenance of a training and certification program. It shall be required for those personnel participating in or responsible for controlling special processes having a significant effect upon product quality and/or involving essentially hazardous and/or critical operations.

ATTACHMENT 2

References

SPR 8715.1, SSP-8715-0001, and OSHA 29 CFR Parts 1910 and 1926.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The Personnel Certification Plan shall include the following items:

- A. Personnel who satisfy certification requirements shall be issued a badge, certification card or other device as evidence of certification that shall be worn or carried on the person while performing these duties.
- B. Certification shall be for a specific period of time with recertification requiring retesting.
- C. Records shall be maintained indicating individuals and processes in which certified.
- D. The program shall include provisions for monitoring personnel performance as well as work quality and physical testing requirements to ensure their continued ability to meet all criteria.
- E. Provide support to the NASA SSC Training Certification Records System (TCRS) Board.

Electronic 8 1/2 format compatible with SSC Microsoft Office Suite.

Update as required. Maintain per GRS Schedule 5 Disposition Item 1, A1 NPR 1441.1D.

Submit plan to NASA Contracts Deliverables System and post plan in SSC TechDoc.

Data requiring written approval by procuring activity prior to implementation into the procurement or development program.

Remarks

Submit plan for approval to the NASA SSC Training Certification Records System (TCRS) Board and an information copy to the Contracting Office.

ATTACHMENT 2
DATA REQUIREMENT

DR Number, Date Revised

RA03

**Contract Number &
Modification No.**

Title

Report, Quality Status

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution

Hard Copy Distribution:

Approval – Office of Safety & Mission Assurance

Information – Contracting Officer

Contracting Officer's Technical Representative

Initial Submittal Date

Fifteen (15) days following fiscal month end.

As of Milestone

Reported data through fiscal month end; Report submitted no later than 15th of following month.

Frequency of Submittal

Monthly

DATA REQUIREMENT DESCRIPTION

Purpose

To provide current quality program status, including the progress, setbacks/problems and future planning of activities.

Scope

This data requirement description establishes the requirement for the preparation of a report containing narrative comments, recommendations and a summary of corrective actions performed during the reporting period.

References

ATTACHMENT 2

NASA approved Quality Program Plan.

Exceptions/Additions to Referenced Requirements

NPD 8700.1B and NPD 8730.1B

Preparation Instructions

The data contained in the report shall cover all laboratories (Measurements Standards and Calibration, Gas and Material Analysis & Environmental), Electronic Repair and any Technical Operations. The data shall be categorized in these general areas:

- A. Major Accomplishments.
- B. Potential Hardware Problems/Resolutions: A separate summary of each problem in narrative or other suitable format.
- C. Setbacks and Problems: A summary of significant quality related setbacks and existing problems encountered by the contractor during the reporting period including scheduling impacts due to calibration/repairs.
- D. Plans for Quality Improvement.
- E. Internal and external Audits/Surveys (including ISO, third party audits, etc.).
- F. VORs/CARs.
- G. Follow-Ups.
- H. Weekly or monthly totals of manhours summary with corresponding SWR numbers.

Electronic 8 1/2 format compatible with SSC Microsoft Office Suite.
Maintain per GSA Schedule 5 Disposition Item 1, A1 NPR 1441.1D.

Data submitted to procuring activity for coordination, surveillance, or information.

Remarks

None

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

SA01

Contract Number and Date

Title

Plan, Safety and Health

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution
Hard Copy Distribution:
Approval – Office Of Safety & Mission Assurance
Information – Contracting Officer

Initial Submittal Date

Submitted with offeror proposal.

As of Milestone

Start of contract and revisions thereof.

Frequency of Submittal

Initial as per "Initial Submittal Date" and revisions for significant changes in requirements or scope.

DATA REQUIREMENT DESCRIPTION

Purpose

To describe a program of activities and related controls designed for the protection of personnel, equipment and facilities.

ATTACHMENT 2

Scope

This data requirement description established the requirements for the preparation of a Plan covering safety controls to be applied by the contractor for the protection of life and health of employees and other persons, and for the prevention of damage to property, materials, supplies and equipment.

NFS Clause 1852.223-73, SPR 8715.1, ssp-8715-0001, and NASA Software Safety Standard NASA-STD-8719.13B

The Plan shall be based upon the following standards to the extent that they are applicable to the contractor's operations.

- A. OSHA 29 CFR 1910.
- B. CFR Part 49.
- C. U.S. Environmental Protection Agency 40 CFR 61, Subpart M.
- D. National Fire Protection Association, National Fire and Electrical Codes.
- E. American National Standards Institute (ANSI, Safety series).
- F. SSC Safety Manual.
- G. NASA Safety Manual.
- H. American Society of Mechanical Engineers, Boiler and Unfired Pressure Vessel Code.
- I. Accident Prevention Manual for Industrial Operations (NSC).
- J. National Fire Prevention Association Handbook for Fire Protection.
- K. National Building Code.
- L. Southern Building Code.
- M. Industrial Ventilation Guide.
- N. Illumination Engineering Society Handbook.
- O. Heating, Ventilation Guide.
- P. Factory Mutual Engineering Division Requirements.

The Contractor shall identify and document appropriate program areas to ensure the prevention of accidents and establish procedural documentation to insure compliance with contract safety, health and fire requirements. The Plan shall insure that required procedures are developed to indicate the condition of the overall safety program and identify needed areas of improvement. The Plan will include as an appendix an Asbestos Control Program Plan, which describes in detail the work practices and precautions to be used to ensure asbestos fiber control. This Plan will include procedures for above ceiling entries or work where asbestos fibers may be in a friable form and state necessary personnel protective clothing and equipment for those buildings containing spray applied insulation.

ATTACHMENT 2

Electronic 8 1/2 format compatible with SSC Microsoft Office Suite.

Maintain per GRS Schedule 5 Disposition Item 1, A1 NPR 1441.1D.

Remarks

Update approved Plan when 10% of any page requires changing or sooner if the nature of the change warrants special consideration.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

SA02

Contract Number and Date

Title

Procedures, Safety

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution
Hard Copy Distribution:
Approval – Office Of Safety & Mission Assurance
Information – Contracting Officer
Post approved document to SSC TechDoc System

Initial Submittal Date

Submitted within 30 working days after contract start date.

As of Milestone

As of start of contract.

Frequency of Submittal

Initial as per "Initial Submittal Date" and submitted thereafter to keep the procedures current.

DATA REQUIREMENT DESCRIPTION

Purpose

To provide safety controls, in procedural form, for the protection of personnel and property at particular facilities.

Scope

This data requirement description establishes the requirements for the preparation of procedures that define the execution of a safety program for use at SSC.

ATTACHMENT 2

References

Contractor Safety and Health Plan. SPR 8715.1, OSHA 29 CFR 1910 and 1926, and SSP-8715-0001

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

The Procedures shall describe safety methods that apply to the prevention of damage to property, supplies, and equipment, and the overall protection of personnel. The procedures shall provide for the monitoring/inspection of SSC industrial operations to determine the adequacy of system safety and identify hazard criteria. Also, the procedures shall enhance safety training and traffic safety.

Electronic 8 1/2 format compatible with SSC Microsoft Office Suite.

Maintain per GRS Schedule 5 Disposition Item 1, A1 NPR 1441.1D.

Remarks

Revisions will be submitted as required to keep the procedures current.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

SA03

**Contract Number &
Modification No.**

Title

Report, Accident/Incident

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Hard Copy Distribution:

Approval – Office of Safety & Mission Assurance

Information – Contracting Officer

Contracting Officer Technical Representative

Chief Counsel

Technical Managers of each of the Offices and Directorates

Initial Submittal Date

Within 24 hours of mishap.

As of Milestone

As of mishap.

Frequency of Submittal

Accidents/incidents determined to be a Class A, B, C or D Mishaps or critical Close Calls or Mission Failures will be reported using NASA Form 1627. Part 1 of Form 1627 is required within 24 hours with the completed Form submitted within 10 days.

DATA REQUIREMENT DESCRIPTION

Purpose

To report accidents or mishaps and to identify the cause and corrective action.

ATTACHMENT 2

Scope

These requirements apply to all activities and employees under the scope of this contract whether on SSC or at other locations.

References

Accident Reporting, Trend Analysis and Corrective Action, SPR 8715.1, NPG 8621.1A, SSP-8715-0001 and OSHA 29 and CFR 1910.

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

Telephone reports will contain information required by NASA Form 1627 and followed up by that form. Within 24 hours, Class A, B, C or D mishaps or critical close calls and mission failures will be reported using Part 1 of Form 1627. The complete form is required within 10 days after initial report. NASA Form 1627, IRIS. Form 1627 will be retained for 5 years. IRIS (Incident Reporting Information System), inputs into the database are required daily. This includes initial input of information as a case occurs and additional case data as it becomes known. All modules/tabs are to be filled out appropriately.

Remarks

Use NASA Mishap Report Form 1627 and the IRIS database.

ATTACHMENT 2

DATA REQUIREMENT

DR Number, Date Revised

SA04

**Contract Number &
Modification No.**

Title

Report, Accident
Experience

Responsible Office

Office of Safety and
Mission Assurance

SUBMITTAL REQUIREMENTS

Distribution Instructions

Electronic Distribution
Hard Copy Distribution:
Approval – Office of Safety & Mission Assurance
Information – Contracting Officer

Initial Submittal Date

See "As of Milestone" date.

As of Milestone

Reported data through fiscal month end; Report submitted no later than 5th of following month.

Frequency of Submittal

Monthly

DATA REQUIREMENT DESCRIPTION

Purpose

To provide a monthly summary of manhours, mishaps, lost-time accidents, accident frequency and average number of employees.

Scope

This report provides a monthly summary of the contractor manhours and injuries, for injury statistical reporting.

ATTACHMENT 2

References

Safety and Accident Prevention Plan, Mishap Reporting, Corrective Action System Program, SPR 8715.1, and SSP-8715-0001

Exceptions/Additions to Referenced Requirements

None

Preparation Instructions

This data requirement description establishes the requirements for the preparation and submittal of a report which provides a statistical summary of fatalities, manhours worked, number of Lost Time injury or illnesses, LT frequency rate, average number of employees, total OSHA injuries (type D), and OSHA incident rate by month and FYTD summary. Electronic 8 1/2 X 11 format compatible with SSC Microsoft Office Suite. Maintain per GRS Schedule 5 Disposition Item 1, A1 NPR 1441.1D. Please utilize and submit the attached form to the NASA Safety Office.



DR6-SA15July04-FY
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Remarks

None

ATTACHMENT 2

NASA CONTRACTOR ACCIDENT EXPERIENCE

CM September
Period Covered

Fiscal Year

Field Installation

Contractor	# of Fatalities	Hours Worked	# of LT Injury or Illness	LT Frequency Rate*	# of Type A Mishaps	# of Type B Mishaps	Avg # of Personnel	Total # of OSHA Injuries	OSHA Incidence Rate***
(Main)									
(Subs)									
"									
(Total)									

* Lost Time Frequency Rate (for fiscal year) =

Total # of LT Injuries x 200,000

Total Hours of Exposure

*** OSHA Incidence Rate (for fiscal year) =

Total # of OSHA Reportable Injuries/Illnesses x 200,000

Total Hours of Exposure

ATTACHMENT 2

NASA CONTRACTOR ACCIDENT EXPERIENCE

FYTD September
Period Covered

Fiscal Year

Field Installation

Contractor	# of Fatalities	Hours Worked	# of LT Injury or Illness	LT Frequency Rate*	# of Type A Mishaps	# of Type B Mishaps	Avg # of Personnel	Total # of OSHA Injuries**	OSHA Incidence Rate***
(Main)									
(Subs)									
"									
(Total)									

* Lost Time Frequency Rate (for fiscal year) =

Total # of LT Injuries x 200,000

Total Hours of Exposure

** Total number of OSHA reportable injuries for the fiscal year.

*** OSHA Incidence Rate (for fiscal year) =

Total # of OSHA Reportable Injuries/Illnesses x 200,000

Total Hours of Exposure